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John McNally | Principal

Apprentice Business Admin - Shelley College - FAQs

Why come to Shelley College to do be a Business Administration Apprentice?

- Earn while you learn;
- Gain a nationally recognised qualification – Level 2/3 in Business Administration;
- Excellent training, mentoring and support available in the workplace.
- Work at an outstanding school.
- Be part of a friendly and committed team.

What are the entry requirements for this apprenticeship?

- English and maths at 4 or above OR GCSE grade A*-C in English language and maths.

You will also need:

- The ability to work with colleagues to earn their trust and respect;
- A strong interest in what makes businesses successful and how to get the best out of people;
- Good analytical skills;
- A good level of numeracy and literacy;
- Experience of working in an office is desirable
- Good communication skills
- A willingness to learn.

What qualifications will I achieve?

- OCR Diploma in Business Administration at Level 2/3.
- Functional Skills in English; Maths and IT.
- Employee rights and responsibilities.

How will I be assessed?

You will be assessed in a variety of ways which may include:

- On the job observations;
- Evidence of your duties / tasks performed;
- Reports from mentors and managers;
- Assessments in English; Maths and IT;
- Production of a portfolio of evidence.

What will I do in this job role?

- Undertake general administration including filing, photocopying, scanning, printing, shredding, dealing with the incoming and outgoing post, replying to correspondence, responding to e-mail and other general admin functions for the school.
- Undertake admin support for other areas including Administration, HR, Data and Exams and marketing of the school.
- Provide excellent customer service both internally and externally, ensuring that confidentiality is maintained at all times.

